



TOWN OF UPTON, MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

FINANCE DEPARTMENT

ASSISTANT TREASURER/COLLECTOR

The Town of Upton, Massachusetts is seeking a highly motivated, skilled Assistant Treasurer/Collector who enjoys working with the public to provide treasury, collections, payroll processing and benefits administration, accounting, and clerical work under the direction of the Treasurer/Collector. All duties and responsibilities are performed in accordance with all applicable State and Federal laws and regulations, town policies and bylaws.

Qualified candidates shall have a minimum of an associate degree in accounting or related field; five years of related municipal accounting and payroll processing experience; or equivalent combination of education and experience. Certification by the Massachusetts Collectors and Treasurers Association desirable, and/or must be obtained. Proven aptitude for numbers and details and in using Microsoft Excel. Must be eligible to be bonded.

Salary range is commensurate with experience and qualifications. **This is a benefit eligible position with flexible work schedule, 30-40 hours per week.**

A town application form (required), cover letter and resume must be submitted to jobs@uptonma.gov

Position open until filled; interviews commence as applications are received.

The Town of Upton is an EEO/AA employer

HUMAN RESOURCES DIRECTOR
Sandra J. Hakala

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